

New Contract Submission
Request for Proposals or Request for Qualifications
PPRB OPSCR Rules and Regulations Chapter 6

Agency _____

Contractor _____

Period of Performance _____

Spending Authority Requested _____

Projected Contract Lifecycle and Budget

Contract Term	Start Date	End Date	Projected Budget

List the initial term and all renewal periods in the Contract Term column. For example, if you are submitting a three-year contract with two optional one-year renewals, you would list "Initial Term"; "Renewal Year 1"; "Renewal Year 2". List the anticipated start and end date of each period and the amount the Agency anticipates it will spend in each period. If the Contract is for more than 5 years, provide the Agency's authority to enter a contract for a term longer than five years pursuant to Rule 14.3.1 in the **Notes** section below and provide all supporting documentation.

Contract Number _____

If multiple contracts were awarded for the same RFP/RFQ, list them in the **Other Associated Numbers in MAGIC** section below. For each contract, you must complete page 1, the Contract section, and the Contract Approval section for each contract.

Solicitation RFx Number _____

Petition for Relief RFX Number (OVAR) _____

Date PPRB Approved the Petition for Relief _____

Other Associated Numbers in MAGIC _____

Notes (any comments or information you want to provide to OPSCR)

Preliminary Considerations

Introduction; Chapter 4

Did the Agency seek guidance from DFA or ITS regarding whether this contract is subject to the PPRB's purview or the ITS Board's purview? Yes No

If yes, please identify the DFA and/or ITS staff member(s) who assisted you

Name _____ Email _____ Agency _____

Name _____ Email _____ Agency _____

Documentation of the request and the response received should be submitted to OPSCR (ex email thread).

Did the Agency issue a Request for Information prior to issuing the solicitation? Yes No

The following people attended and/or responded to the RFI (name and company)

_____	_____
_____	_____
_____	_____
_____	_____

The Public Notice required by Sections 4.2 and 4.3 and the written determination required by Section 4.5 shall be submitted to OPSCR.

Petition for Relief from Competitive Bidding

Section 6.3

PPRB approved the Agency's request to use a Request for: Proposals Qualifications

PPRB approved the Agency to award _____ [number] contract(s) resulting from this RFP/RFQ.

Evaluation Factors approved in Petition:

Evaluation Factors in the RFP/RFQ:

_____	_____ %	_____	_____ %
_____	_____ %	_____	_____ %
_____	_____ %	_____	_____ %
_____	_____ %	_____	_____ %
_____	_____ %	_____	_____ %

The Evaluation factors are listed in the RFP/RFQ on page(s): _____

The categories of Factors and Price, as an individual factor, are required here. No other individual subfactors are required.

Content of the Request for Proposals or Qualifications

Section 6.4; Appendix E

List the page number(s) in the RFP/RFQ where the following information is located

- _____ Instructions and information concerning submission requirements
- _____ Time and date set for receipt of proposals or qualifications
- _____ Address or instructions for how submissions should be delivered
- _____ Manner in which proposals or qualifications are to be submitted, including any forms for that purpose
- _____ Statement of when and how price should be submitted
- _____ Description of services required, the work involved, the delivery performance schedule, and any other inspection and acceptance requirements
- _____ Contract terms and conditions including warranty and bonding or other security requirements
- _____ Statement that bidder arrived at price independently without collusion
- _____ Minimum qualifications
- _____ Evaluation factors in order of importance
- _____ Statement that discussions may be conducted but that submissions may be accepted without discussion
- _____ Statement that the RFP/RFQ, its amendments, offeror's submission, and BAFO shall be incorporated into the contract
- _____ Requirement that offerors acknowledge every amendment in writing
- _____ Statement that the Agency may cancel the solicitation
- _____ Statement that the Agency may reject any submission in whole or in part
- _____ Requirement that offerors list their principals, parent organizations, and subsidiaries
- _____ Agency definition of "principal" of the offeror for the specific procurement
- _____ Opportunity to request reconsideration of the terms of the solicitation
- _____ Requirement that redacted copy of bid be submitted
- _____ Notice that vendor is subject to exclusion if redactions made in bad faith
- _____ Notice that redacted bid is a public record
- _____ Acknowledgement of Amendments Clause
- _____ Applicable Law Clause
- _____ Approval Clause
- _____ Availability of Funds Clause
- _____ Certification of Independent Price Determination Clause
- _____ Compliance with Equal Opportunity in Employment Policy Clause
- _____ Compliance with Laws Clause
- _____ Contract Rights Clause
- _____ E-Payment Clause
- _____ E-Verification Clause
- _____ Expenses Incurred in the Procurement Process Clause
- _____ Minor Informalities and Irregularities Clause

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<input type="checkbox"/> Offeror's Representation Regarding Contingent Fees Clause
<input type="checkbox"/> Paymode Clause
<input type="checkbox"/> Procurement Regulations Clause
<input type="checkbox"/> Property Rights (for the solicitation document) Clause
<input type="checkbox"/> Representation Regarding Gratuities Clause
<input type="checkbox"/> Required Public Records and Transparency Clause
<input type="checkbox"/> Stop Work Order Clause
<input type="checkbox"/> Termination Clause

Public Notice Section 6.5 Documentation which proves compliance with all regulations is required.															
Date on Agency website _____ Date on Procurement Portal** _____															
Newspaper(s) Where Advertised _____ _____															
First Ad Date _____ Second Ad Date _____															
Does the Newspaper Advertisement contain															
<ul style="list-style-type: none">• Agency Name• Services Sought• RFX Number• Agency Official's Name• Phone Number for Agency Official• Proposal or Qualification Submission Deadline• Means to Obtain Full RFP/RFQ	<table><tr><td>Yes</td><td>No</td></tr><tr><td>Yes</td><td>No</td></tr><tr><td>Yes</td><td>No</td></tr><tr><td>Yes</td><td>No</td></tr><tr><td>Yes</td><td>No</td></tr><tr><td>Yes</td><td>No</td></tr><tr><td>Yes</td><td>No</td></tr></table>	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Yes	No														
Yes	No														
Yes	No														
Yes	No														
Yes	No														
Yes	No														
Yes	No														
The RFP/RFQ was furnished directly to the following potential bidders (at least 3 required)															
_____	_____														
_____	_____														
_____	_____														

** Throughout this document, any reference to the Procurement Portal refers to the Buying and Selling to Government in Mississippi website https://www.ms.gov/dfa/contract_bid_search/Home/Sell. Use MAGIC to post your Solicitation, Amendments, and Notice of Intent to Award to this website. If you need assistance with posting to the Procurement Portal, contact the MMRS helpdesk at mash@dfa.ms.gov.

Date set for Receipt of Bids _____
If the date set for receipt of bids is not at least 30 days following the date of public notice, a written determination explaining why a shorter advertising time was needed and how and why the shorter time was reasonable under the circumstances. An Agency which received PPRB approval to advertise for less than 14 calendar days shall include the PPRB minutes with the written determination.

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The following potential bidders requested reconsideration of the terms of the solicitation

None

Potential Bidder

Date Request Received by Agency

Date Request & Agency Response Posted to the Agency Website _____

Date Request & Agency Response Posted to the Procurement Portal _____

Date Request & Agency Response Sent to all Prospective Bidders _____

If the date listed above was less than 14 days prior to the bid submission deadline, a written determination is required that the amount of time allotted between the Agency's decision was issued prior to the bid submission deadline was reasonable under the circumstances. See Section 6.5.4.1. If more than one request for reconsideration was received and the agency did not post the response to all requests on the same day, the agency should supplement this form with the date each response was posted on the Agency website, posted on the procurement portal, and sent directly to all prospective bidders.

Amendments to the RFP/RFQ

Section 6.6.4

Documentation which proves compliance with all regulations is required.
Provide as many copies of this form as necessary to report all Amendments.

There were no Amendments to the RFP/RFQ

Amendment # _____	Date Posted on Procurement Portal _____
Posted on the Agency Website _____	Sent to all Prospective Bidders _____
Signed Acknowledgment of Amendments Received from all Bidders? Yes No	

Amendment # _____	Date Posted on Procurement Portal _____
Posted on the Agency Website _____	Sent to all Prospective Bidders _____
Signed Acknowledgment of Amendments Received from all Bidders? Yes No	

Amendment # _____	Date Posted on Procurement Portal _____
Posted on the Agency Website _____	Sent to all Prospective Bidders _____
Signed Acknowledgment of Amendments Received from all Bidders? Yes No	

If the bid submission deadline is less than 14 days following the posting of any amendment to the RFP/RFQ, provide a brief memorandum explaining your compliance with the requirement in Section 6.6.4.2 that Amendments be posted within a reasonable time to allow Bidders to consider them in preparing their bids.

Pre-Submission Requirements

Section 6.6

Letters of Intent Required? Yes No

Deadline to submit Letters of Intent _____

Deadline must be not less than 14 calendar days after the date of public notice.

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Letters of Intent received from the following Potential Offerors

Pre-Submission Conference Held? Yes No

RFP/RFQ Page # with Notice of Conference _____

Date of Conference _____

Conference must not be less than 14 calendar days after the date of public notice.

Location of Conference _____

Amendment # Resulting from the Pre-Submission Conference _____

The RFP/RFQ Amendment resulting from the conference must include public access to a full recording or a complete transcript of the conference, any Questions and Answers, and any other amendments the Agency wishes to make resulting from the conference.

Representatives from the following Potential Offerors attended

Questions Due _____ No Questions Submitted

Answers Posted _____ Amendment # _____

Proposals/Qualifications Receipt, Opening, and Evaluation

Sections 6.7 and 6.8

Proposals/Qualifications received from the following Offerors

Were any submissions received after the submission deadline?	Yes	No
Were any submissions received in a manner non-compliant?	Yes	No
Did any Offeror withdraw its submission?	Yes	No
Did any Offeror modify its submission?	Yes	No
Did the Agency request any Offeror to confirm its submission?	Yes	No

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Did the Agency waive any minor informalities?	Yes	No										
Did any Offeror offer more comprehensive services than requested?	Yes	No										
Did any Offeror submit multiple or alternate submissions?	Yes	No										
Were any discussions with Offerors held?	Yes	No										
Were any conditional submissions received?	Yes	No										
<p>If the answer to any of the above questions is yes, explain the facts and how the agency addressed the issue in compliance with Sections 6.7 and 6.8 and the relevant subsections.</p>												
<p>Were all Offerors deemed Responsive? Yes No List Bidders deemed non-responsive and explanation for that determination</p>												
<p>Date Non-Responsive Offerors Notified _____</p>												
<p>Were all Offerors deemed Responsible? Yes No List Offerors deemed non-responsible and explanation for that determination</p>												
<p>Date Non-Responsible Offerors Notified _____</p>												
<p>Evaluation Committee Members (including advisors):</p> <table border="0"><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></table>			_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____											
_____	_____											
_____	_____											
_____	_____											
_____	_____											
<p>One or more committee members is <u>not</u> employed by the State? Yes No The resume of any such member(s) must be posted with the Evaluation Committee Report.</p>												

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Did all members sign a Conflict of Interest Certification? Yes No

The Conflict of Interest Certifications must be signed after the proposals/qualifications are received but before evaluation begins. Certifications cannot be signed prior to the submission deadline because members of the Evaluation Committee must be able to truthfully certify they have no conflict of interest with any of the Offerors.

Evaluation Schedule:

State the date and time the evaluation of each category of factors began and ended. Provide as many copies of this form as necessary to report all categories of factors. Price must be given at least 35% of the available points and must be the highest weighted individual factor.

The Evaluation Committee used: Consensus Scoring

Individual Scoring

Technical

Start: _____

Complete: _____

Management

Start: _____

Complete: _____

Cost

Start: _____

Complete: _____

- Cost points awarded in addition to 35% for price: Yes No

Other

Start: _____

Complete: _____

- Describe Factors: _____

Other

Start: _____

Complete: _____

- Describe Factors: _____

Lowest Priced Proposal/Qualification: _____

This proposal/qualification must receive 100% of the points for Price.

Were Price points assigned to the other Offerors using the following formula? Yes No

$$(X / Y) \times \text{Total Price Points} = Z$$

X= Lowest Price

Y= Offeror's Price

Z= Points Assigned to Offeror

If not, please describe how Price points were awarded objectively:

Best and Final Offers (BAFO) Requested: Yes No

BAFOs were requested from the following Offerors:

Their response was:

How did the Agency determine the vendors from which it would request a BAFO:

Provide any additional information about the BAFO process and results:

Did the Agency require post evaluation affidavits? Yes No

Notice of Intent to Award

Section 6.9.1

Documentation which proves compliance with all regulations is required.

Successful Offeror(s) _____

The Notice of Intent to Award and Evaluation Report contains

- | | | | |
|---|-----|----|-----|
| • Names of all offerors who submitted? | Yes | No | |
| • Identity of non-responsive/non-responsible bidders? | Yes | No | N/A |
| • Ranking of responsive and responsible offerors in order of highest overall score? | Yes | No | |
| • Reason(s) why intended awardee was selected? | Yes | No | |
| • Terms, conditions, and scope of contract? | Yes | No | |
| • Copy of the evaluation committee's score sheets? | Yes | No | |
| • Copy of the record of discussions held? | Yes | No | N/A |
| • Identities of members of and advisors to evaluation committee? | Yes | No | |
| • Copy of post evaluation affidavits? | Yes | No | N/A |
| • Notice of debriefing? | Yes | No | N/A |
| • Notice of opportunity to request reconsideration? | Yes | No | |
| • Notice Agency Procurement File is on website? | Yes | No | |

Date Notice of Intent to Award Posted to Agency Website _____

Date Agency Procurement File Posted to Agency Website _____

Date Notice of Intent to Award posted to the Procurement Portal _____

Date Notice of Intent to Award sent to all Offerors _____

Contract awarded to the lowest priced responsive and responsible Offeror? Yes No

Debriefings

Section 6.9.2

Was a debriefing offered? Yes No

If yes, have all debriefings been completed? Yes No

If no, what is the anticipated date of completion? _____

The debriefings must be completed and the memorandum required by Section 6.9.2 must be submitted to OPSCR prior to the date of the PPRB meeting.

Request for Reconsideration of the Intent to Award

Section 6.9.3

Provide as many copies of this form as necessary to report all Requests for Reconsideration

The following offerors requested reconsideration of the intent to award

None

Offeror

Date Request Received by Agency

_____	_____
_____	_____
_____	_____
_____	_____

Date Request & Agency Response Posted to the Agency Website _____

Date Request & Agency Response Posted to the Procurement Portal _____

Date Request & Agency Response Sent to all Prospective Bidders _____

If more than one request for reconsideration was received and the agency did not post the response to all requests on the same day, the agency should supplement this form with the date each response was posted on the Agency website, posted on the procurement portal, and sent directly to all prospective bidders.

Contract

Chapter 14, Appendix E

Provide the RFP/RFQ and contract page number

RFP/RFQ

Contract

- Services to be performed/deliverables to be provided
- Period of performance
- Cost of services
- Insurance and/or bonding requirements
- Price adjustment language

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Explain any discrepancies between the RFP/RFQ language and the contract language regarding the above matters, if any.

State the page number in the contract where the following required clauses are located

- _____ Applicable Law Clause
- _____ Approval Clause
- _____ Availability of Funds Clause
- _____ Compliance with Equal Opportunity in Employment Policy Clause
- _____ Compliance with Laws Clause
- _____ Contractor's Representation Regarding Contingent Fees Clause
- _____ E-Payment Clause
- _____ E-Verification Clause
- _____ No Limitation of Liability
- _____ Paymode Clause
- _____ Procurement Regulations Clause
- _____ Property Rights for the contract Clause
- _____ Representation Regarding Gratuities Clause
- _____ Required Public Records and Transparency Clause
- _____ Stop Work Order Clause
- _____ Termination Clause

Contract Approval

Sections 1.2.1, 1.2.2, 6.9.4, and 14.8

Date Submitted to OPSCR _____

Requested PPRB Meeting Date _____

Contract Effective Date* _____

*The Contract Effective Date cannot be prior to the PPRB Meeting Date.

The contract requires regulatory board approval (other than PPRB)? Yes No

Board _____

Expected Board Meeting Date _____

A copy of the Minutes showing the Regulatory Board approved the contract is required before final approval.

Contractor is qualified to do business in the State per Miss. Code §79-4-15.01? Yes No

Provide documentation of registration and good standing with the Mississippi Secretary of State.

Insurance Requirements in Contract (type of insurance and amount)

_____ \$ _____

_____ \$ _____

_____ \$ _____

<div><div></div><div></div></div> <div><div></div><div></div></div> <div>A current Certificate of Insurance reflecting the required coverage must be submitted to OPSCR.</div> <div>Does the contract require that the Agency be listed as an Additional Insured? Yes No</div>	
<div>What is the funding source for this contract?</div> <div><div>% State General Funds</div><div>% Federal Funds</div><div>% Grant Funds (describe Grant)</div><div>% Other (describe)</div></div>	
<div>Did the agency submit the procurement to OPSCR for a compliance review as described in Section 1.2.3 during the procurement process? Yes No</div> <div>If yes, all communication with OPSCR during the compliance review regarding the review shall be submitted with the contract.</div>	
<div>Was there a conflict between the procurement requirements of the funding source and the PPRB OPSCR Rules and Regulations? Yes No</div> <div>If yes, the memo required by Section 1.3.2 shall be submitted to OPSCR.</div>	
<div>Did the agency take any specific action to preserve the procurement? Yes No</div> <div>If yes, the memorandum required by Section 1.4.8.1 shall be submitted to OPSCR.</div>	
<div>Did the Agency make decision(s) during the procurement process implicating the principles of competition, fairness, and transparency? Yes No</div> <div>If so, explain the facts underlying the decision and the legitimate business purpose supporting the agency's decision.</div>	
<div>Has the Agency Head delegated authority to a designee to execute the contract? Yes No</div> <div>If yes, the memorandum required by Section 14.9 shall be submitted to OPSCR.</div>	
<div>Are these services currently being provided to the Agency? Yes No</div> <div>If yes, who is currently providing the services?</div>	
<div>Agency Representative for PPRB Meeting</div> <div>Email Address Telephone Number</div>	

Mississippi Department of Finance and Administration
Office of Personal Service Contract Review
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By signing below, I certify that all information provided herein and/or uploaded to MAGIC is true, correct, and complete to the best of my knowledge.

Signature _____ Date _____

OPSCR USE ONLY

Primary Analyst _____ Signature _____

Secondary Analyst _____ Signature _____

NOTES

New Contract Submission
Request for Proposals or Requests for Qualifications

Agency Procurement File
Appendix D

Rule Reference	Required Documentation	May or May Not be Applicable	Mandatory	Post on Website with Notice of Intent to Award	Submit to OPSCR	Agency File
0.1	Purview Determination Communication with DFA and/or ITS regarding purview of the procurement	X			X	X
1.1.8	PPRB's Discretionary Authority Any requests for exceptions to regulatory or statutory requirements	X		X	X	X
1.2.3	Compliance Review Documentation regarding any compliance review(s) previously conducted by OPSCR	X			X	X
1.3.2	Funding Source Conflict Written determination of conflict with funding source procurement rules; action taken	X		X	X	X
1.4.2	Competition, Fairness, and Transparency Legitimate business reason(s) for decisions impacting competition, fairness, or transparency of procurement	X		X	X	X
1.4.8	Preservation of Procurement A memorandum explaining any decisions made to preserve the procurement	X		X	X	X
1.4.9	Authorized to do Business in the State Contractor's registration with the Mississippi Secretary of State (good standing)		X		X	X
Chapter 4	Request for Information Content of RFI, proof of publication, responses received, required written determination	X			X	X

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Rule Reference	Required Documentation	May or May Not be Applicable	Mandatory	Post on Website with Notice of Intent to Award	Submit to OPSCR	Agency File
6.3	<i>Petition for Relief</i> Petition for relief as approved by PPRB, PPRB minutes showing approval		X	X	X	X
6.4	<i>Request for Proposals or Request for Qualifications</i> Full solicitation document as issued by the Agency		X	X	X	X
6.5	<i>Public Notice</i> Proof of publication in the newspaper, procurement portal, website, and direct solicitation of 3 bidders; written determination if advertising less than 30 days		X	X	X	X
6.5.4	<i>Request for Reconsideration of the Terms of the Solicitation</i> Any requests received; the Agency response; proof of distribution of the Agency response directly to offerors, on website, and on procurement portal; memorandum regarding reasonable time between response and submission deadline (if applicable)	X		X	X	X
6.6.1	<i>Letters of Intent</i> A copy of all letters of intent received by the Agency	X		X	X	X
6.6.2	<i>Pre-Submission Conference</i> Record of attendees, recording of the conference (if one is made), any documentation provided to conference attendees, amendments issued to the RFP/RFQ	X		X	X	X
6.6.4	<i>RFP/RFQ Amendments (including Q&A)</i> All amendments issued; proof of distribution directly to offerors, on website, and on procurement portal; memo regarding reasonable time for distribution (if applicable)	X		X	X	X
6.7	<i>Receipt of Proposals or Qualifications</i> Proof of date and time all proposals or qualifications were received; written determination regarding consideration of late proposals or qualifications (if applicable)		X	X	X	X
6.7.3	<i>Proposal or Qualification Acceptance</i> Documentation regarding the modification, withdrawal, or confirmation of proposals or qualifications and/or any minor informalities waived by the Agency (if applicable)	X		X	X	X

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Rule Reference	Required Documentation	May or May Not be Applicable	Mandatory	Post on Website with Notice of Intent to Award	Submit to OPSCR	Agency File
6.7	<i>All Proposals or Qualifications Received</i> Full copies of all proposals or qualifications submitted to OPSCR; redacted copies posted on Agency website		X	X	X	X
6.8.2.1	<i>Acknowledgement of Amendments</i> Every offeror's acknowledgement of every amendment (in writing)	X		X	X	X
6.8.1	<i>Conflict of Interest Certifications</i> The list of offerors, their principals, their parent organizations, and their subsidiary organizations which was provided to those executing conflict of interest certifications; all executed certifications with the Mississippi Ethics in Government laws attached		X	X	X	X
6.8.4 and 6.8.5	<i>Evaluation of Proposals or Qualifications</i> Any documentation created by the procurements officials, the evaluation committee, or the advisors to the evaluation committee regarding the responsive and responsible determination and points allocated to the offerors; documentation of any discussions with offerors; post evaluation affidavits (if applicable)		X	X	X	X
6.8.4.6	<i>Best and Final Offers</i> Documentation regarding any requests for BAFOs; all responses received; recalculation of Price points; and memorandum regarding BAFOs requested more than once (if applicable)	X		X	X	X
6.8.4.8	<i>Single Proposal or Qualification Received</i> Required written determination	X		X	X	X
6.9	<i>Notice of Intent to Award and Evaluation Committee Report</i> Notice of Intent to Award and Evaluation Committee Report, including all required documents; proof of distribution directly to offerors, on website, and on procurement portal, information regarding debriefings, requests for reconsideration, and the Agency Procurement File on the website (screenshot)		X	X	X	X

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Rule Reference	Required Documentation	May or May Not be Applicable	Mandatory	Post on Website with Notice of Intent to Award	Submit to OPSCR	Agency File
6.9.2	Debriefings List of offerors requesting a debriefing and when each debriefing was completed; any other documentation	X			X	X
6.9.3	Request for Reconsideration of Intent to Award Any requests received and all related correspondence; the Agency response; proof of distribution of the Agency response directly to offerors, on website, and on procurement portal		X		X	X
6.9.4 and 6.9.5	PPRB Approval Correspondence with OPSCR, PPRB agenda, PPRB minutes with approval, Notice of Contract Award		X			X
6.10	Cancellation or Rejection of Individual Proposals or Qualifications Notice of cancellation and proof of distribution; required written determination; correspondence regarding rejection of individual proposals or qualifications; information regarding disposition of proposals or qualifications	X		X	X	X
Chapter 14	Contract Full contract submitted to OPSCR; contract with trade secrets redacted on website		X	X	X	X
14.8.3	Regulatory Board Approval Board minutes or letter from board chair confirming approval	X			X	X
14.9	Agency Head Designee for Contract Execution Written delegation by the Agency Head for designee to execute contracts	X			X	X
Appendix E	Exception Request for Required Clauses Letter from Agency legal counsel requesting exception; approval by OPSCR	X			X	X